



City of Lowell Planning Board

Application for Special Permit from the Lowell Planning Board For Uses Requiring a Planning Board Special Permit under Article 12

The following application is made to the City of Lowell Planning Board in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Appendix A thereof, Article 12

All Applications should be submitted with a completed application for site plan review except for applications for 3-unit townhouse developments in the SMU, TMF, TMU, UMU, and INST districts that may not require site plan review.

1. Property Information

Address of Property Location: _____

Zoning District: _____

Number of Structures Proposed: _____

Number Of Units Proposed: _____

Number of Parking Spaces Proposed: _____

Lot Size: _____

GFA of Buildings: _____ (use definition of "Floor Area, Gross" in Zoning Ordinance)

Area of Useable Open Space: _____ (use definition of "Open Space, Usable" in the Zoning Ordinance)

Please check the use for which you are seeking the Planning Board special permit:

- _____ 3-6 Unit Townhouse Development in SMU District
- _____ 7+ Unit Townhouse Development in SMU District
- _____ 4-6 Unit Multifamily Development in TMF District
- _____ 3-6 Unit Townhouse Development in TMF District
- _____ 3-6 Unit Townhouse Development in TMU District
- _____ 7+ Unit Townhouse Development in TMU District
- _____ 4-6 Unit Multifamily Development in NB District
- _____ 7+ Unit Multifamily Development in NB District
- _____ 7+ Unit Multifamily Development in UMF District
- _____ 3-6 Unit Townhouse Development in UMU District
- _____ 7+ Unit Townhouse Development in UMU District
- _____ 4-6 Unit Multifamily Development in DMU District
- _____ 7+ Unit Multifamily Development in DMU District
- _____ 7+ Unit Multifamily Development in HRC District
- _____ 4-6 Unit Multifamily Development in INST District
- _____ 7+ Unit Multifamily Development in INST District
- _____ 3-6 Unit Townhouse Development in INST District
- _____ 7+ Unit Townhouse Development in INST District

Please check any that apply:

- ☐ The applicant is also requesting a special permit or permits from the ZBA
- ☐ The applicant is also requesting a variance or variances from the ZBA
- ☐ The applicant is also requesting additional special permits from the Planning Board

2. Special Permit Submission Requirements (Please check off that each is included)

- ☐ This application form
- ☐ A narrative addressing how the project meets the standards listed below
- ☐ Special Permit Filing Fee
- ☐ For projects not requiring site plan review, applicants should submit site and architectural drawings as outlined on page 4, as part of the Special Permit application package.

Applicants Requirements for Planning Board special permits for uses:

The application should include a detailed narrative addressing how the project meets the standards below. The narrative should address all of the issues listed below. Be specific!

The Planning Board will only grant a special permit to a project that is consistent with the goals of the City of Lowell Comprehensive Master Plan and consistent with the requirements for site plan and special permit approval. The narrative must provide significant information to address how the project meets these requirements.

A. Neighborhood Character:

1. How does this project protect and enhance the character of the existing neighborhood? Successful projects should reflect the density, the urban design, the setbacks, height and landscaping elements of surrounding buildings.
2. How does this project provide for social, economic or community needs?
3. Is the project consistent with the character, materials and scale of buildings in the vicinity?
4. Does the project minimize the visual intrusion from visible parking, storage and other outdoor service area viewed from public ways and abutting residences?

B. Environmental Issues:

5. Does the project have any negative impacts on the natural environment?
6. Does the project minimize the volume of cut and fill and the extent of stormwater flow and soil erosion from the site?
7. Does the project minimize the contamination of groundwater?
8. Does the project provide for stormwater drainage consistent with the local regulations?
9. Does the project minimize obstruction of scenic views?
10. Does the project minimize lighting glare on abutting properties?

C. Traffic, Access and Safety:

11. How does the project address traffic flow and safety, including parking and loading? Does the project provide adequate parking for visitors to the residences? Will the project impact an area with significant on-street parking demand? Will the project require the loss of on-street public parking for driveway curbcuts?
12. Does the project provide adequate access to each structure for fire and service equipment and adequate utilities?
13. Does the project provide adequate and safe pedestrian and vehicle access through and around the project?

D. Additional Impacts

14. Are there any substantial impacts on public services and utilities?
15. Does the project have any negative fiscal impact on the city, including impact on city services, schools, tax base, and employment?
16. Does the project comply fully with the Zoning Ordinance, including parking, signage, landscaping, open space requirements, curb cut lengths and driveway widths?

Authorization (Must be Signed by the Owner of the Property)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly-scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator.

Submit all required materials to:

James Errickson, Associate Planner/Planning Board Administrator
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
(978) 446-7245, fax: (978) 446-7014, email: jerrickson@ci.lowell.ma.us

Relevant Regulations Governing Special Permits from the Lowell Zoning Ordinance:

11.3.2 Criteria. Special permits shall be granted by the Special Permit Granting Authority, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the city or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this Ordinance, the determination shall include consideration of each of the following:

1. Social, economic, or community needs which are served by the proposal;
2. Traffic flow and safety, including parking and loading;
3. Adequacy of utilities and other public services;
4. Neighborhood character and social structures;
5. Impacts on the natural environment; and
6. Potential fiscal impact, including impact on city services, tax base, and employment.

11.3.4 Conditions. Special permits may be granted with such reasonable conditions, safeguards, or limitations on time or use, including performance guarantees, as the Special Permit Granting Authority may deem necessary to serve the purposes of this ordinance.

11.3.5 Plans. An applicant for a special permit shall submit a plan in conformance with the requirements of Section 11.2.4 (see below), herein. Each special permit granting authority may establish procedures governing such applications by regulation.

11.3.6 Regulations. The special permit granting authority may adopt rules and regulations for the administration of this section.

11.3.8 Lapse. Special permits shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within 24 months following the filing of the special permit approval (plus such time required to pursue or await the determination of an appeal referred to in G.L. c. 40A, s. 17, from the grant thereof) with the City Clerk.

(Applicants must submit) a plan containing the following data:

(Applicants applying also for site plan review need to meet the application standards for site plan review)

- a. It shall be drawn at a scale of one (1) inch equals twenty (20) feet unless another scale is requested and found suitable by the Board;
- b. The plan shall be prepared by a registered land surveyor, professional engineer or architect;
- c. The scale, date and north arrow shall be shown;
- d. The plan shall be certified by the land surveyor doing the boundary survey and the professional engineer or architect on the location of the building(s) setbacks, and other required dimensions, elevations, and measurements and further that the plan be signed under the penalties of perjury;
- e. The corner points of the lot* and the change of direction of lines to be marked by stone monuments, cut in stone, stake and nail, iron pin, or other marker, and shall be so marked;
- f. Lot* number, dimensions of lot* in feet, size of lot in square feet, and width of abutting streets and ways;
- g. Easements within the lot* and abutting thereon;
- h. The location of existing and proposed building(s) on the lot;
- i. The dimensions of the existing and proposed building(s) in feet;
- j. The distance in feet of existing and proposed building(s) from the lot lines;
- k. The distance between buildings on the same lot;
- l. The percent of the lot* area covered by the building(s);
- m. The average finished grade at each building;
- n. The elevation above average finished grade of the floor and ceiling of the lowest floor of each building;
- o. Topographical lines at one-foot intervals;
- p. The use of designation of each building or part thereof, and of each section of open ground, plaza, or useable roof space;
- q. Quantities and locations of existing and proposed parking spaces;
- r. Height of each building above average finished grade;
- s. Number of apartments, hotel rooms, meeting rooms, and restaurant and theater seats;
- t. Total square feet of floor space for each use;
- u. Dimensions and size in square feet of all landscape and recreation areas, and depiction of materials to be used (grass, five-foot shrubs, etc.).

* Refers also to series of contiguous lots under single ownership.

Disclaimer: This page provides information regarding some pertinent sections of the Zoning Ordinance. It is provided for informational purposes only, and should not be construed as an official zoning document. Consult a certified copy of the complete zoning ordinance for official zoning regulations of the City of Lowell